

DRAFT

**SANDOVAL COUNTY BOARD OF COMMISSIONERS
BOARD OF FINANCE QUARTERLY REPORT MINUTES
COMMISSION CHAMBERS
JULY 10, 2014 - 5:30 P.M.**

1. CALL TO ORDER

Chairman Madalena called meeting to order at 5:33 p.m. Present were Vice Chairman Lucero, Commissioner Chapman and Commissioner Walters. Commissioner Scherzinger was absent.

2. STATUS OF TREASURER'S OFFICE

(Laura M. Montoya, Treasurer)

Treasurer Montoya announced the 38th wedding anniversary of her parents Mr. and Mrs. Montoya. She recognized the Santa Fe County Treasurer, Patrick Varela who was recently elected the Treasurer Affiliate Chairman under the NM Association of Counties. Treasurer Montoya announced she will be attending the National Association of Counties Conference, July 11-14 in New Orleans, LA. She briefed the Commission on upcoming deadlines her office will need to meet and also recent challenges they have faced.

3. DISCUSSION OF COUNTY INVESTMENTS

(Paul Dickson, NMBT Wealth Management; Public Trust Advisors)

Advisor Paul Dickson gave a brief overview of the County investments NMBT is managing. Director Sheila Duffy and Managing Director Chris DeBow of Public Trust Advisors gave an overview of the County's investments.

4. DISCUSSION OF TAX COLLECTION

(Larry Polanis, Treasury Controller)

Treasury Controller Larry Polanis briefed the Commission on property tax collections and is pleased to announce that collections have increased and continue to improve.

5. ADJOURN

Commissioner Walters motion to adjourn at 6:25p.m., second by. Motion passed. Vote was unanimous.

**SANDOVAL COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
COMMISSION CHAMBERS
JULY 10, 2014 – 6 P.M.**

1. CALL TO ORDER

Chairman Madalena called meeting to order at 6:26 p.m. Present were Vice Chairman Lucero, Commissioner Chapman and Commissioner Walters. Commissioner Scherzinger was absent.

2. PLEDGE OF ALLEGIANCE

Pledge of allegiance was led by Santa Fe County Treasurer Patrick Varela.

3. INTRODUCTIONS & ANNOUNCEMENTS

Treasurer Montoya announced the 38th wedding anniversary of her parents Mr. and Mrs. Montoya. Vice Chairman Lucero introduced County Commissioner District 1 candidate James Dominguez. Treasurer Montoya introduced Santa Fe County Treasurer and newly elected Treasurer Affiliate Chairman under the NM Association of Counties, Patrick Varela. Chairman Madalena announced a Special Meeting on July 24th at 6 p.m. to approve the final budget. Also a work session for the Rio Rancho Estates Area Plan on August 14th at 6 p.m. and Cochiti Feast Day on July 14th. Treasurer Montoya introduced Chief Investments Officer for the NM State Treasury, Linda Roseborough.

4. PRESENTATIONS

- Recognition of NM EDGE Graduates - NM Certified Treasury Official (Laura M. Montoya, Treasurer)
Treasurer Montoya announced the NM EDGE graduates: Josephine Gallegos, Cynthia Saiz, Desiree Rivera-Lewis, and Larry Polanis. Treasurer Montoya and the Commissioners congratulated them and thanked them for their hard work.
- Heroes Walk Among Us
(Shane F. D'Onofrio, Founder & U. S. Navy Veteran)
Postponed until August meeting.
- Forest Plan Revision
(Jennifer Cramer, Ph. D, Forest Planner, Santa Fe National Forest)
Forest Planner Dr. Jennifer Cramer introduced Planning Specialist Shannon Kelardy and Jessica Richardson Collaboration Specialist. They introduced members of their core team who were present. Their team is in the assessment phase of the Forest Plan. Planning Specialist Kelardy briefed the Commissioners on the need for revising the out of date Forest Plan published in 1987. They welcome feedback from the public and provided various ways of contacting their team.

5. APPROVAL OF AGENDA

Commissioner Walters motion to approve as amended, second by Vice Chairman Lucero. Motion passed. Vote was unanimous.

6. CONSENT AGENDA

- A. Approval of Minutes from the Regular Meeting of June 19, 2014
- B. Approval of Grant No. NM0027L6B011306 between Sandoval County and U. S. Department of Housing and Urban Development for the Provision of 22 Rental Units for Tenant Based Housing for Fiscal Year 2014-2015 / \$224,440
- C. Approval of Grant No. NM0022L6B011301 between Sandoval County and U. S. Department of Housing and Urban Development for the Provision of 9 Rental Units for Tenant Based Housing for Fiscal Year 2014-2015 / \$114,258
- D. Approval of Direct Purchase of Services Vendor Agreement between Sandoval County and North Central New Mexico Economic Development District Non-Metro Area Agency on Aging for Senior Program Services for Fiscal Year 2014-2015 / \$658,880
- E. Approval of Nutrition Service Incentive Program (NSIP) Agreement between Sandoval County and North Central New Mexico Economic Development District Non-Metro Area Agency on Aging for Senior Program Food for Fiscal Year 2014-2015 / \$106,773
- F. Approval of Senior Employment Program Agreement between Sandoval County and North Central New Mexico Economic Development District Non-Metro Area Agency on Aging for Fiscal Year 2014-2015 / \$52,236
- G. Approve of Professional Services Agreement No. MEP 14-15-10 between Sandoval County and New Mexico Primary Care Association for Community Health Programs Eligibility and Community Outreach Workers for Fiscal Year 2014-2015 / \$97,000
- H. Approval of Grant Agreement Project No. 14-DPE-10-125 between Sandoval County and NM Department of Transportation Traffic Safety Division for Law Enforcement Overtime / \$76,400

Commissioner Walters motion to approve, second by Vice Chairman Lucero. Motion passed. Vote was unanimous.

7. OFFICE OF THE COUNTY MANAGER

(Phillip Rios, County Manager)

- A. Request for a Motion to Adopt Resolution No. 7-10-14.7A Declaring July 14 through 18, 2014 as "New Mexico End Hunger Week"
Vice Chairman Lucero motion to approve, second by Commissioner Walters. Motion passed. Vote was unanimous.
- B. Request for a Motion to Adopt Resolution No. 7-10-14.7B Appointing Bank of Albuquerque as Registrar and Paying Agent for the County's Series 2005 and Series 2014 Incentive Payment Bonds
Advisor Dwayne Brown explained the need for approval of the resolution.

Vice Chairman Lucero motion to approve. Motion was withdrawn. Vice Chairman Lucero motion to amend Page 2, Section 3 to add: *and County Treasurer*. Second by Commissioner Walters. Motion passed. Vote was unanimous. Vice Chairman Lucero motion to approve as amended, second by Commissioner Walters. Motion passed. Vote was unanimous.

8. FIRE DEPARTMENT

(James Maxon, Fire Chief)

- A. Request for a Motion to Adopt Resolution No. 7-10-14.8A Authorizing and Adopting Nominal Fee Program for Volunteers of the Sandoval County Fire Department and Repealing Resolution No. 12-13-12.8C

Commissioner Chapman motion to approve, second by Vice Chairman Lucero. Motion passed. Vote was unanimous.

- B. Request for a Motion to Rescind the Sandoval County Fire Department Volunteer Bylaws Adopted by the Board of County Commissioners on October 15, 2009; Adopt the Sandoval County Fire Department Volunteer Personnel Management Standard Operating Procedure (SOP) 100.4 and Authorize the Fire Chief to Make Changes to the SOP when in the Best Interest of the Department

Commissioner Chapman motion to approve, second by Commissioner Walters. Motion passed. Vote was unanimous.

9. DIVISION OF PLANNING & ZONING

(Michael Springfield, Director)

Request for a Motion to Approve Vacation of Private Access & Utility Easement as Requested by Mark & Doris Forshee (VAC-14-002)

Commissioner Chapman motion to approve, second by Commissioner Walters. Motion passed. Vote was unanimous.

10. COMMENTS FROM THE PUBLIC

None

11. COMMENTS FROM THE COMMISSIONERS

Commissioner Walters reminded everyone about the Sandoval County Fair from July 28th - Aug 3rd in Cuba, NM. Commissioner Chapman requested and update from Manager Rios on the contract with 13th Judicial District Court in regards to funding CASA. Manager Rios stated that it will be complete by next week. Commissioner Chapman invited the Commissioners and Manager Rios to the next NAIOP meeting on July 17th at 7:30 a.m. Chairman Madalena announced the Feast Days in Cochiti Pueblo on July 14th, Santa Ana Pueblo on July 26th, Jemez Pueblo on August 2nd, Santo Domingo on August 4th, Santa Clara Pueblo on August 12th and Zia Pueblo on August 15th.

12. ADJOURN

Vice Chairman Lucero motion to adjourn at 7:35p.m. second by Commissioner Chapman. Motion passed. Vote was unanimous.

**SANDOVAL COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
COMMISSION CHAMBERS
JULY 24, 2014 – 6 P.M.**

DRAFT

1. **CALL TO ORDER**
Vice Chairman Lucero called meeting to order at 6:10 p.m. Present were Vice Chairman Lucero, Commissioner Scherzinger, Commissioner Chapman and Commissioner Walters. Chairman Madalena was absent.
2. **PLEDGE OF ALLEGIANCE**
Pledge of allegiance was led by County Clerk Eileen Garbagni.
3. **INTRODUCTIONS & ANNOUNCEMENTS**
Manager Rios announced that Chairman Madalena is attending the fiestas of St. James in Jemez Pueblo and will not be attending tonight's meeting. Commissioner Walters presented Eric Maddy from the Rio Rancho Observer with a Coke that had "Maddy" printed on it. Eric Maddy wished his sister Colleen a happy 50th birthday.
4. **APPROVAL OF AGENDA**
Commissioner Scherzinger motion to approve, second by Commissioner Walters. Motion passed. Vote was unanimous.
5. **CONSENT AGENDA**
 - A. Approval of the following Budget Resolutions:
 - (1) No. 7-24-14.5A(1) / Detention Center Cash Balance / Cash Transfer to Off-set Deficit in Salaries & Benefits and Operations Expenses for Fiscal Year 2013-2014 Due to Shortage of Federal Revenue / \$615,882
 - (2) No. 7-24-14.5A(2) / Various Budgets / Cash Transfers to Closeout Fiscal Year 2013-2014
 - B. Approval of Professional Services Agreement between Sandoval County and Rio Rancho Public Schools for Juvenile Services Alternative Educational Setting Program / \$73,081
 - C. Approval of Professional Services Agreement between Sandoval County and A New Day for Juvenile Services Reception and Assessment Centers / \$130,877Commissioner Walters motion to approve, second by Commissioner Scherzinger. Motion passed. Vote was unanimous.
6. **OFFICE OF THE COUNTY MANAGER**
(Phillip Rios, County Manager)
 - A. Discussion and Request for a Motion to Adopt Resolution No. 7-24-14.6A Requesting the NM Department of Finance and Administration, Local Government Division's Approval of Sandoval County's Final Budget for Fiscal Year 2014-2015Commissioner Walters motion to approve, second by Commissioner Scherzinger. Motion passed. Vote was unanimous.

B. Request for a Motion to Adopt Resolution No. 7-24-14.6B Approving Sandoval County's 4th Quarter Financial Report Ending June 30, 2014
Commissioner Scherzinger motion to approve, second by Commissioner Chapman.
Motion passed. Vote was unanimous.

7. ADJOURN

Commissioner Walters motion to adjourn at 6:25p.m, second by Commissioner Scherzinger. Motion passed. Vote was unanimous.

**SANDOVAL COUNTY BOARD OF COMMISSIONERS
SPECIAL EMERGENCY MEETING MINUTES
COMMISSION CHAMBERS
AUGUST 4, 2014 – 7:30 A.M.**

1. CALL TO ORDER

Chairman Madalena called meeting to order at 7:46 a.m. Present were Chairman Madalena, Vice Chairman Lucero, and Commissioner Scherzinger. Commissioner Walters and Commissioner Chapman were absent.

2. APPROVAL OF AGENDA

Commissioner Scherzinger motion to approve, second by Vice Chairman Lucero. Motion passed. Vote was unanimous.

3. FIRE DEPARTMENT

(Chief James Maxon)

Request for a Motion to Adopt Resolution No. 8-4-14.3 Declaring Sandoval County an Emergency/Disaster Area Due to Recent Flooding

(Sponsored by Commissioner Lucero)

Chief Maxon explained that this resolution declares the county as a whole an emergency/disaster area. Algodones is referenced due to recent flooding but the resolution will be in place should other communities experience floods. Chairman Madalena asked if there are other areas of concern at this time. Chief Maxon stated there are no other areas experiencing flooding at this time; however they have sandbags staged in the burn scar areas in Jemez Pueblo. Chairman Madalena and Commissioner Lucero thanked Chief Maxon and staff for their hard work.

Commissioner Scherzinger asked if the Public Works department is working with the Fire Department. Chief Maxon and Manager Rios stated that they are working together in the Algodones area.

Vice Chairman Lucero motion to approve, second by Commissioner Scherzinger. Motion passed. Vote was unanimous.

4. ADJOURN

Vice Chairman Lucero motion to adjourn at 7:50a.m, second by Commissioner Scherzinger. Motion passed. Vote was unanimous.